### PURPOSE OF POSITION
Under general direction from the board to plan, staff, direct, and modify the programs and manage the affairs of the Health Department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

The director shall:

- Direct and coordinate overall development and administration of the Public Health Nursing Service consistent with the objectives and resources to the Agency with maximum use of staff and board participation.

- Supervise and evaluate work of staff, work schedules, caseload, assignments, and administers personnel and related policies.

- Communicate with staff to have their frequent input in policy making, problem solving and interpreting new regulations and procedures; develop and/or implements procedures to carry out established policy.

- Direct nursing service in order to accomplish program objective through data gathering, planning, implementing, coordinating and evaluating nursing care and related activities in an efficient, accountable and cost effective manner.

- Attend and participate in meetings relative to Public Health.

- Evaluate quality and productivity of services through analysis of statistics, reports, time and cost studies in conjunction with staff, Advisory Committee and Board of Health.

- Promote positive community awareness regarding the services available.

- Identify community health needs, deficiencies in service and planning for the correction or improvement.

- Negotiate contracts and agreements for provision of services and for reimbursement.

- Develop contracts with educational institutions for use of agency resources for field practice for students.

- Establish and maintain effective working relationships with County officials, employees and the general public, and maintain regular and punctual work attendance.

- Coordinate the response efforts of the department during an emergency.

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- Maintain strict confidentiality of consumers and employees at all times.
- Perform related duties as required.

**SUPERVISORY RESPONSIBILITIES**
The Director is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**
*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE**
Bachelor's degree in nursing from a four-year college or university. Comprehensive knowledge of one or more technical or skilled functional areas, such as would be acquired over five years of prior related experience. Skill with computers including competency with Word, Excel, Powerpoint. Able to do online research and e-mail.

**LANGUAGE ABILITY**
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond effectively to inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**
Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**COGNITIVE DEMANDS**
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**
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Iowa Board of Nursing license as a registered nurse and a valid Iowa Driver’s License.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, crawl, taste and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

ENVIRONMENTAL ADAPTABILITY
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to adapt and perform job duties in demanding environments (i.e. temperature changes, cigarette exposure, pet exposure, and various other household chemicals)

ACKNOWLEDGEMENT
I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee’s Signature Date Department Head Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

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